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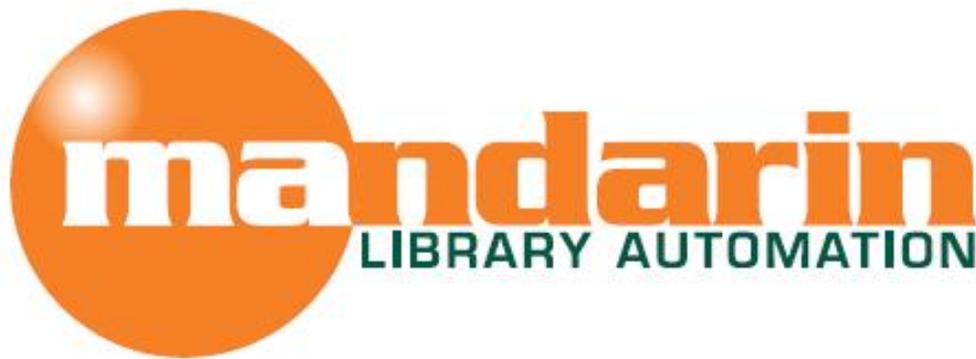
*I*mpressions

The Open Mind Company Newsletter

To facilitate access to information and ideas by providing affordable library management solutions

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Welcome to some of our new Customers

Our staff is proud to welcome some of our new customers.

- Montessori Institute of Broward
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- Northside Christian School
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- Wallace State Community College
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Did you know?.......

For a picture of an item or patron to display correctly in OASIS or WebOPAC, the size for it should be 65 x 94 pixels. In the Visual Search, the component pictures should be 114 x 79 pixels.

Creating Holdings Records for Imported Bib Records

Holdings can only be created during the import of bibliographic records if the records include an 852 field. Since most records brought in from sources such as the Library of Congress or the National Library of Canada's Amicus database do not have an 852 field, you need to create holdings records after the bibliographic records are imported.

To create the holdings in M3:

1. Open the first bibliographic record in the list.
2. Right click and choose insert field. Type in 852, click OK and then type the subfields you want (e.g. ahik). [Type all the subfields in the input box with no spaces or punctuation between.]
3. Enter your library code in subfield a. If there is a common prefix for this batch of records (e.g. DVD or REF), enter it in subfield k.
4. Right click and choose Copy Field.
5. Enter the rest of the holding information in the bibliographic record. i.e. the classification in subfield h and the Cutter or author letters in subfield i.
6. Select "create holding" after saving - this will automatically populate the fields in the 852 of the holding record. Click on Save.
7. Enter the price and the barcode in the holding record. **
8. Make sure the Standard Group is correct.
9. Save the record.
10. For all subsequent records, you can open the bibliographic record, and paste the 852 field (right click and choose Paste 852, or press Ctrl-V). It will have all of the text that you saved from your first record.
11. Repeat from step 5.

** Edit your Holdings template to include your location code as well as subfield 9 (price) so that you don't have to add it every time.

To create the holdings in Oasis:

1. Edit the new bibliographic record.
2. In the Basic Editor, fill in the Location, Class Number, Item Part, and, if appropriate, the Prefix boxes. (It is not necessary to enter the barcode in the bibliographic record unless your library policy calls for it.)
3. Save the record.
4. Click on the Details button.
5. Near the top of the window, click on "Add Holding". A new holding record will open in the Basic Editor, with the call number information copied from the bibliographic record.
6. Enter the location and barcode information.
7. If you want to include the price information, click on "Use Advanced Editor", choose Insert Subfield in the dropdown menu for the 852 field, type 9 and click OK. Enter the price.
8. Make sure the Item Group (991#a) is correct.
9. Click Save.

Watch for more tips and other features of Oasis and M3 cataloging in future Impressions, or contact Mandarin support for help any time.

Honoring America's Public Libraries
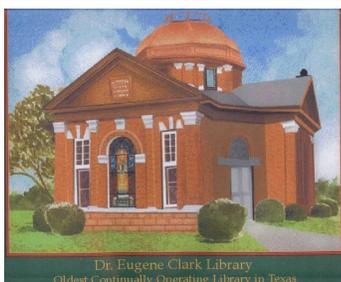
Dr. Eugene Clark Library

Lockhart, Texas

The Dr. Eugene Clark Library located in Lockhart, Texas, is the first city library and the oldest continually operating library in the state of Texas. This unique Classical Revival building, built by T. S. Hodges in 1899, is said to have been modeled after the Villa Rotunda in Vicenza, Italy. According to the Hodges family, it is more likely designed after Monticello, Thomas Jefferson's home, whom Hodges greatly admired. Hodges was responsible for the construction of many other buildings in the city of Lockhart, including the Presbyterian Church and the county jail.

The library, a two-story Greek Cross plan in red brick, features limestone trim, pediment pavilions for its arms, ornate fixtures and a stunning stained glass memorial window framed by a round keystone arch. Crowning the building is an octagonal drum with pilaster embellishments that supports the impressive central dome. Tourists and students of architecture are drawn to visit this unique and historic building.

The young Dr. Clark graduated in 1883 from Tulane Medical School with high honors and settled in Lockhart to practice medicine. Over the next 13 years the Lockhart townspeople and Dr. Clark developed a mutual affection. In 1896, Dr. Clark traveled to London and Vienna to continue his studies. Upon his return, he set up practice in San Antonio, Texas, as an ear, nose and throat specialist. Soon after, the doctor became terminally ill and on his deathbed, dictated a will bequeathing the citizens of Lockhart $10,000 for the construction of a library. He specifically stated that the library should have a lyceum, or auditorium, for the presentation of public programs, such as lectures and concerts. The library has hosted many performers of the Southwest, as well as small theater groups and musical programs. The stage is still in use today, although the 200 seats

were removed years ago to allow for the expansion of the book collection.

It was the Board of Trustees for the library that ordered the construction of the library and of a room built on the second floor balcony for the specific purpose of providing The Irving Club of Lockhart, founded in September 1896, with a meeting place. The room, still used by the Club, retains all its original furnishings as well as Dr. Clark's book collection. The Irving Club has served throughout the years as a literary club, a newcomers club, a library auxiliary and a Ladies Chamber of Commerce Club, and is synonymous with the library.

Prints in the Honoring America's Public Libraries Collection were created by artist Joe Davis, a graduate of the Philadelphia College of Art. www.jdavisdesign.com

The Mandarin Team
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